

**Please note** – when filling out this form please use the tab and arrow keys to move between the relevant fields. Ensure you do **not** use the return or enter keys. Please complete in BLOCK CAPITALS.

---

## 1. Deceased's name and notification number

Deceased's name

Notification number  
Beginning RB or BER:  
(if known)

---

## 2. Documents needed to close the deceased's account(s)

If the deceased had under £50,000 left in accounts in their name only, we don't need a Grant of Representation.

If the deceased had £50,000 or over in account(s) that are in their name only, you'll need to give us either a Grant of Probate, Letters of Administration, or a Certificate of Confirmation. The combined name for these three documents is a Grant of Representation.

**Please tell us if there's a will:**

**(You only need to answer this question if you don't have a Grant of Representation)**

Yes

No, the deceased didn't make a will

---

**3. Transfer of money** – please tell us which account you'll like us to transfer the money to. Answer either section A or B.

### A. Transferring the money to a UK account (which uses £ sterling)

Account name

Account number

Sort code

Name of bank

Building society roll  
number  
(if applicable)

Solicitors' payment  
reference  
(only needed if  
solicitor completes  
form)

### B. Transferring the money to a foreign currency account, or to a non-UK account

Tell us where you'd like to transfer the money – we'll use exchange rates at the time we transfer the money.

Account name

Account number

Sort code/ABA

Name of bank

Building society roll  
number  
(if applicable)

Solicitors' payment  
reference  
(only needed if  
solicitor completes  
form)

Currency

IBAN number

SWIFT/BIC/BSB/  
IFSC/Routing

Foreign bank name  
(if applicable)

Foreign bank address (if applicable)

Address line 1

Address line 2

Address line 3

Address line 4 OR  
overseas country

Postcode/ZIP code

#### **OPTIONAL:**

#### **Transferring any money that was in Fixed Term Savings Accounts or investment bonds**

If the deceased had money in investment bonds, or in Fixed Term Savings Account(s), you have two options:

1. Transfer the money now – we won't charge you an early access fee, but you could miss out on interest.
2. Leave the money until it matures (when the fixed rate ends) – we'll then transfer the money to you.

Please transfer the money now

Please leave any Fixed Term Savings Account(s)/ investment bonds open until maturity

---

#### **4. Authoriser details** - Using the guidance below, please tell us who is authorising the closure of the account(s)

**If the total amount left in all the deceased's sole account(s) is under £50,000**, you'll need to tell us the name and address of an executor in the will. If there's no will, we'll need the name and address of the immediate next of kin (the deceased's closest relative). The order goes: 1). Husband, wife or civil partner. 2). Child. 3). Grandchild. 4). Parent.

**If the total amount left in all the deceased's sole account(s) is £50,000 or over**, you'll need to tell us the name and address of an executor named on the Grant of Representation.

Full name of  
authoriser

Relationship to the  
deceased customer

Address line 1

Address line 2

Address line 3

Address line 4 OR  
overseas country

Postcode/ZIP code

---

## 5. Agreement and terms of closing account(s)

**Below will help you understand who needs to sign this form.**

**If the total amount left in all the deceased's sole account(s) is under £50,000**, an executor in the will needs to sign. If there's no will, the immediate next of kin needs to sign.

**If the total amount left in all the deceased's sole account(s) is £50,000 or over**, all the executors named on the Grant of Representation will need to sign.

**By signing below, I/we agree that:**

- RBS can use any money left in the deceased customer's sole RBS account(s) to pay back any money owed by the deceased customer to RBS.
- RBS will transfer any money left to the account(s) that I/we have stated in this form.
- RBS will close any accounts in the sole name of the deceased customer.
- RBS will convert any money paid into non-UK accounts into foreign currency before transferring\*
- RBS will transfer any non-UK money left in the deceased account(s) into sterling before transferring into a sterling account\*.
- RBS will rely on the information and statements made on this form in releasing and paying any money left plus interest (after paying back any money owed to RBS by the deceased customer).

\* We'll charge you conversion rates if we transfer the money to a different currency.

### **IMPORTANT: Not giving us a Grant of Representation?**

**You agree to pay us back and reimburse us if someone with a Grant of Representation has a claim.**

- If I/we don't need to give a Grant of Representation, I/we confirm that, if after the date of this agreement, RBS receives a claim from a personal representative authorised to act on behalf of the deceased customer's estate under a Grant of Representation, I/we will pay back the money to RBS at RBS's request. I/we will also reimburse RBS for any reasonable losses, expenses and/or other costs incurred by RBS due to releasing the money on my/our instruction.

### **How we will use your information**

Before continuing with this agreement, please read the information below which explains how we and others will use your personal and financial information. When we use and share personal and financial information, we do so on the basis that we have a legitimate interest to prevent fraud and money laundering, to manage our risk and to protect our business and to comply with laws that apply to us (including verifying your identity and assessing the suitability of our products).

For full details about how we use your personal and financial information, please see our full Privacy Notice [www.rbs.co.uk/privacy](http://www.rbs.co.uk/privacy).

### **Who we are**

The organisation responsible for processing your personal and financial information is The Royal Bank of Scotland, a member of NatWest Group.

- *I/we have read and understood how RBS may use my information in the ways described in this form and I/we are happy to continue.*

If you live in Scotland, Scots law applies to this agreement. If you live anywhere else, English law applies to this agreement. If there is a dispute between us, you can take legal action against us in any UK court.

**Signature(s) of authoriser(s)**

Signature

Signature

Name in full

Name in full

Date (DD/MM/YYYY)

Date (DD/MM/YYYY)

Signature

Signature

Name in full

Name in full

Date (DD/MM/YYYY)

Date (DD/MM/YYYY)